



December 28, 2005

ERRATA

RE: JANUARY 6, 2006 AGENDA (Item 20. NON-HEARING CALENDAR, PAGES 6-7)

PLEASE TAKE NOTICE that the Agenda for the January 6, 2005 Board Meeting scheduled at the offices of the State Personnel Board, located at 801 Capitol Mall, Room 150, Sacramento, California, has been modified the following item to reflect the corrected chart and specifications:

A. BOARD ITEMS PRESENTED BY STATE PERSONNEL BOARD OR DEPARTMENT OF PERSONNEL ADMINISTRATION TO ESTABLISH, REVISE OR ABOLISH CLASSIFICATIONS, ALTERNATIVE RANGE CRITERIA, ETC.

NONE

B. ABOLISHMENT OF CLASSES THAT HAVE HAD NO INCUMBENT FOR MORE THAN TWO YEARS. DEPARTMENTS THAT UTILIZE THE CLASS AS WELL AS THE APPROPRIATE UNION HAVE NO OBJECTION TO THE ABOLISHMENT OF THESE CLASSES.

The Department of Personnel Administration and State Personnel Board propose that the following classes be abolished. All of the following classes have been designated Footnote 24, which specifies that a classification will be abolished when it becomes vacant, and have been vacant for more than two years.

Title	Class Code
Adult Education Consultant,	2732
Compensatory Education Consultant	2782
Consultant in Intergroup Relations	2634
Disability Evaluation Technician	5357
Energy Specialist II (Building/Appliance Efficiency)	4933
Energy Specialist II (FUELS)	4957
Field Representative, Surplus Property Agency	4920
Hearing Officer II, Department of Social Services	6017
Land Surveyor, CalTRANS	3017

Title	Class Code
Materials and Research Engineering Associate (Supervisor)	3382
Textbook Consultant	2594
Treasury Teller	1714
* Division Chief, Department of Toxic Substances Control	3834
* Registered Nurse, Department of Mental Health and Developmental Services	8171

*** Indicates classes which are part of a class series. Since only the classifications listed above will be abolished, the revised class specifications for each of these series noting the elimination of the abolished class, are included in this board item.**

CALIFORNIA STATE PERSONNEL BOARD

SPECIFICATION

Schematic Code: HY31
 Class Code: 3833
 Established: 12/19/89
 Revised: 6/7/94
 Title Changed: 6/7/94

DIVISION CHIEF, DEPARTMENT OF TOXIC SUBSTANCES CONTROL, C.E.A.

SCOPE
DEFINITION

~~This series specification describes two classes used by the Hazardous Waste Management, Site Mitigation and External Affairs Programs within the Department of Toxic Substances Control (DTSC). Incumbents in these classes are responsible for planning, organizing, directing and controlling major divisions requiring both technical and administrative expertise and include significant responsibility for the development, implementation, evaluation and modification of policy within their divisions and programs. Incumbents are part of DTSC's management team and participate in the development of statewide and program-wide policies and procedures.~~

Under administrative direction, incumbents are responsible for the management and supervision of a highly technical multidisciplinary staff which develop innovative technical, regulatory, compliance, and institutional approaches to hazardous waste prevention, reduction, management, and remediation. This class is responsible for planning, organizing, directing, and controlling major divisions requiring both technical and administrative expertise and include significant responsibility for the development, implementation, evaluation, and modification of policy within their divisions and programs. Incumbents are part of DTSC's management team and participate in the development of statewide and program-wide policies and procedures. Positions may be located in Headquarters or regional office settings.

Schem _____ Class

Code _____ Code _____ Class

HY31 _____ 3833 _____ Division Chief, Department of Toxic Substances
 Control, C.E.A.

HY34 _____ 3834 _____ Division Chief, Department of Toxic Substances
 Control

TYPICAL TASKS

Plan, organize, coordinate, and direct the work of the staff engaged in a statewide hazardous waste management/site mitigation/external affairs program or in the development or evaluation of a major component of the Department's hazardous waste management/site mitigation/external affairs program; assist the Deputy Director with the planning of program operations and activities; act for the Deputy

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Control, C.E.A.

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Director as assigned; participate in the selection and training of personnel; evaluate staff and division performance; review and evaluate work progress, assign priorities, and take or recommend appropriate action; conduct periodic evaluations and make an annual assessment of division needs; direct the development and revision of regulations and standards for hazardous waste prevention/management/site mitigation in accordance with State and Federal law; advise and consult with local authorities and interested groups about the application and enforcement of State laws, regulations, and standards pertaining to hazardous waste prevention/management/site mitigation; serve as the Department liaison/ombudsman with officials of private industry and State and other governmental agencies in coordinating interagency program activities; and direct technical assistance to private industry and State and local agencies in the planning and operation of hazardous waste management, site mitigation, and pollution prevention programs.

FACTORS AFFECTING POSITION ALLOCATION

~~Positions in the Division Chief, Department of Toxic Substances Control (DTSC), C.E.A., class shall only be filled by either civil service employees who have permanent status, or by qualified Legislative employees. Positions in the Division Chief, DTSC, class shall only be filled by individuals from inside of State service who have mandatory return rights to the class of Section Chief, Hazardous Waste Management Programs.~~

MINIMUM QUALIFICATIONS

~~BOTH CLASSES:~~

Either I

Must be a civil service employee with permanent civil service status.

Or II

Must be an employee of the Legislature for two or more consecutive years.

and

Either I

Two years of experience in the California state service performing hazardous substances management duties in a supervisory or management capacity at a level of responsibility not less than a Supervising Hazardous Substances Scientist II, Supervising Hazardous Substances Engineering Geologist II, or Supervising Hazardous Substances Engineer II.

Or II

Four years of experience in the California state service performing hazardous substances management duties in a supervisory or management capacity at a level of responsibility not less than a Supervising

Division Chief, Department of Toxic Substances
Control, C.E.A.

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Hazardous Substances Scientist I, Supervising Hazardous Substances
Engineering Geologist I, or Supervising Hazardous Substances
Engineer I.

Or III

~~Five years of broad and extensive experience in increasingly responsible professional positions in hazardous substances management, regulation, analysis or research; environmental research, monitoring, surveillance or enforcement; or resource recovery. At least two years of the required experience must have been in a supervisory or management capacity at a level of responsibility equivalent to a Supervising Hazardous Substances Program Scientist II, Supervising Hazardous Substances Engineering Geologist II, or Supervising Hazardous Substances Engineer II, and must have included responsibility for the following: substantial participation in development or implementation of environmental health or hazardous substance control research, monitoring or surveillance and enforcement policies or programs, or coordinating the work of a multidisciplinary environmental or hazardous material permitting, site clean-up or investigation staff.~~

and

Education: Equivalent to graduation from an accredited college or university approved by the California Superintendent of Public Instruction under the provisions of California Education Code Section 94310 with 30 units or more in environmental, biological, chemical, physical, or soil science; environmental health; engineering, geology, engineering geology, or a directly related scientific or engineering field.

(Additional qualifying experience in hazardous materials management, regulation, analysis, or research; environmental research, monitoring, surveillance, or enforcement; or research recovery may be substituted for the required education on a year-for-year basis up to a maximum of two years. When substituting experience for education, qualifying education must include a minimum of 30 semester units in the science subjects noted above from an accredited college or equivalent units from an institution approved by the California Superintendent of Public Instruction under the provisions of California Education Code Section 94310.)

(Possession of a master's degree in the subjects specified above or a directly related scientific or engineering field may be substituted for one year of the general experience. Possession of a doctorate in the subjects specified above or a directly related scientific or engineering field may be substituted for two years of the general experience.)

~~DIVISION CHIEF, DEPARTMENT OF TOXIC SUBSTANCES CONTROL, C.E.A.~~

Either I

~~Must be a civil service employee with permanent civil service status.~~

Division Chief, Department of Toxic Substances
Control, C.E.A.

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~~Or II~~

~~Must be an employee of the Legislature for two or more consecutive years.~~

KNOWLEDGE AND ABILITIES

BOTH CLASSES:

Knowledge of: Principles, practices, and trends of public administration including fiscal, personnel management, and supervision; strategic planning development, implementation, and evaluation techniques; organization and functions of California State Government including the organization and practices of the Legislative and Executive Branches; Federal legislative, budget, and regulatory process; policy formulation, development, and evaluation techniques; State and Federal statutes and regulations regarding hazardous waste; developing and implementing hazardous waste programs related to hazardous waste cleanups, facility permitting, surveillance, and enforcement, and other related support activities; media relations; Department's Affirmative Action Program and objectives; and a manager's role in the Affirmative Action Program and the processes available to meet affirmative action objectives.

Ability to: Provide leadership in accomplishing basic functions and strategic objectives; effectively plan, organize, direct, and coordinate a major public program of statewide scope; represent the State's hazardous waste management program before the highest levels of State and Federal Government, private industry, community, and environmental groups, and before courts of jurisdiction; communicate effectively; analyze situations accurately and adopt an effective course of action; and effectively contribute to the Department's affirmative action objectives.

CLASS HISTORY

<u>Class</u>	<u>Date Established</u>	<u>Date Revised</u>	<u>Title Changed</u>
Division Chief, Department of Toxic Substances Control, C.E.A.	12/19/89	6/7/94	6/7/94
Division Chief, Department of Toxic Substances Control	12/19/89	6/7/94	6/7/94

CALIFORNIA STATE PERSONNEL BOARD

SPECIFICATION

REGISTERED NURSE
Series Specification
(Established June 3, 1970)

SCOPE

This series specification describes ~~three~~ two professional Registered Nurse classes in State service. Pre-Registered Nurse is excluded.

<u>Schem</u> <u>Code</u>	<u>Class</u> <u>Code</u>	<u>Class</u>
TI90	8165	Registered Nurse
TI91	8171	Registered Nurse, Departments of Mental Health and Developmental Services
TI70	8161	Supervising Registered Nurse

DEFINITION OF SERIES

Professional nurses, licensed by the State of California, have successfully completed a prescribed course of study and training at an accredited school or hospital and have passed State licensing examinations. They practice nursing in various State facilities, including developmental centers; correctional institutions and youth authority hospitals, clinics, or infirmaries; veterans' hospitals; and special schools for the blind, deaf, and neurologically disabled. Professional registered nurses are responsible for providing direct nursing care, treatment, and rehabilitation to patients/clients; supervising other personnel who assist them in providing such care; assisting physicians as directed; taking independent action within professional preparation and legal limits; and performing related nursing duties as assigned. They also assist in training other nursing personnel. ~~In the Department of Mental Health at Metropolitan and Napa State Hospitals, assist other nursing staff in observing and intervening in patient behavior that indicates imminent potential to injure others or property; respond to calls for assistance in situations where patients are a danger to themselves or others.~~

FACTORS AFFECTING POSITION ALLOCATION

Independence of action and decision, degree of supervision received, and degree of supervision exercised serve as differentiating factors between the classes. Entry into this series may be at any level.

DEFINITION OF LEVELS

REGISTERED NURSE

~~REGISTERED NURSE, DEPARTMENTS OF MENTAL HEALTH AND DEVELOPMENTAL SERVICES~~

This is the entry and journey level. Under general supervision, incumbents administer nursing care to patients/clients of a State facility, which may include a clinical setting or a special treatment area where specialized nursing work may be required; assist in planning and evaluating nursing care of assigned patients/clients; assist in directing, supervising, and training other nursing service personnel, inmates, and client help; relieve supervisor as required; and perform other related duties. In addition, at the journey level, incumbents may provide direction to unit or clinic personnel in general or specialized nursing work; provide for continuity of client care with nursing personnel of other shifts; may be responsible for directing the work of an eight-hour shift of an organized nursing unit; and relieve supervisor as required.

SUPERVISING REGISTERED NURSE

Under direction, is responsible for the overall management and supervision of an organized nursing unit on a 24-hour basis; is responsible for the nursing care and practices of an organized nursing unit or equivalent responsibility for a nursing service; plans, implements, evaluates, and provides for continuity of client/patient care; works with other disciplines to integrate nursing services with the total treatment program; teaches, plans for, directs, coordinates, and evaluates nursing personnel.

MINIMUM QUALIFICATIONS~~ALL LEVELS:~~BOTH CLASSES:

Require possession of the legal requirements to practice as a professional Registered Nurse in California.

(Applicants who are in the process of securing approval of their qualifications by the California Board of Registered Nurses will be admitted to the examination, but they must possess all legal requirements as determined by that Board before they will be considered eligible for appointment.)

Registered Nurse Series

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~~REGISTERED NURSE~~~~REGISTERED NURSE, DEPARTMENTS OF MENTAL HEALTH AND DEVELOPMENTAL SERVICES~~~~No additional requirements.~~

SUPERVISING REGISTERED NURSE

Either I

Experience: One year of experience in the California state service performing the duties of a nursing classification comparable in level of responsibility to a Registered Nurse, Range B.

Or II

Experience: Two years of professional nursing experience in a facility licensed for inpatient care. (Possession of a Master's Degree in Nursing may be substituted for one year of the required experience.)

(Candidates for Supervising Registered Nurse who are within six months of completing the experience requirements will be admitted to the examination, but they must complete all requirements before they will be considered eligible for appointment.)

KNOWLEDGE AND ABILITIES~~ALL LEVELS:~~BOTH CLASSES:

Knowledge of: Professional nursing principles and techniques; medical terminology; hospital routine and equipment; and medicines and narcotics.

Ability to: Apply nursing techniques; observe and record symptoms and behavior; keep records and prepare reports; gain the interest, respect, and cooperation of clients; and plan, organize, and direct the work of others.

SUPERVISING REGISTERED NURSE

Knowledge of: All of the above, and techniques of effective supervision; unit management; the interrelationships of all treatment activities in a hospital setting; the department's Affirmative Action Program objectives; a supervisor's role in the Affirmative Action Program and the processes available to meet affirmative action objectives.

Ability to: All of the above, and effectively contribute to the department's affirmative action objectives.

SPECIAL PERSONAL CHARACTERISTICS

ALL LEVELS:
BOTH CLASSES:

Must possess aptitude for and willingness to work with clients in a State facility; emotional stability; sensitivity to the needs of clients; patience; tact; alertness; and keenness of observation.

SPECIAL PHYSICAL CHARACTERISTICS

ALL LEVELS:

~~Department of Mental Health only. Possession and maintenance of sufficient strength, agility, and endurance to perform during physically, mentally, and emotionally stressful and emergency situations encountered on the job without endangering the health and well being of the incumbent, fellow employees, patients, or the public.~~

ADDITIONAL DESIRABLE QUALIFICATION

ALL LEVELS:
BOTH CLASSES:

Proficiency in the use of American Sign Language.

DRUG TESTING REQUIREMENT

BOTH CLASSES:

Departments of Mental Health and Developmental Services only. Applicants for positions in ~~this class~~ these classes are required to pass a drug screening test. Testing of current employees who are applicants in an examination or who are transferring is permitted only if the person does not have a current appointment to a class for which drug testing is a requirement.

CLASS HISTORY

<u>Class</u>	<u>Date Established</u>	<u>Date Revised</u>	<u>Title Changed</u>
Registered Nurse	7/11/89	10/16/96	--
Registered Nurse, Departments of Mental Health and Developmental Services	3/7/95	10/16/96	—
Supervising Registered Nurse ccd/sks	4/27/46	10/16/96	7/11/89

Should you have any questions regarding this Notice, please contact staff in the
Secretariat's Office at:
Phone: 916-653-0429
Fax: 916-651-9775

A handwritten signature in black ink, appearing to be 'P. Fong', with a stylized, flowing script.

P. Fong
Secretariat's Office